

## **Historic, Archive Document**

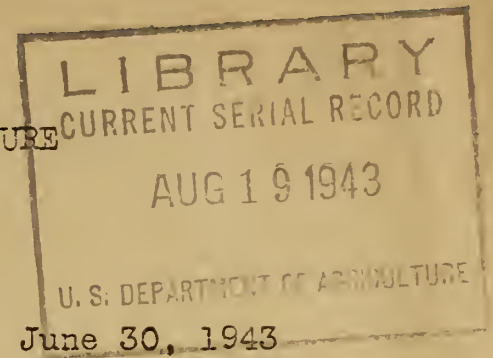
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RESERVE

UNITED STATES DEPARTMENT OF AGRICULTURE  
Library  
Washington, D. C.



LIBRARY CIRCULAR NO. 6 (Revised)

Photostats and Microfilms of Library Materials

In order to make publications in the Library more readily available to the staff of the Department, the Library will provide free microfilm and photostat service, insofar as its funds and equipment permit.

Since it is obvious that legitimate needs of a few individuals may conceivably be great enough to consume all the funds available for this purpose, the free service will be limited to materials not more than 25 pages in length. Bureaus are requested to purchase longer articles or large numbers of articles for any one project in the customary way, paying for them from their own funds.

This does not preclude lending of periodicals to field staff. However, the Library may substitute free photostats for field lending of periodicals whenever that appears to promote better over-all service.

In ordering photographic copies, it will be well to remember that microfilm is considerably less costly to prepare than photostats. Therefore, if those who can conveniently use microfilm will request it instead of photostats, that would make possible the provision of more service from the funds available.

Please submit requests for free microfilm or photostats through your Bureau's "working tool" representative, on Department Form AD-245, with the word "microfilm" or "photostat" written in the upper righthand corner. The initials of the Bureau's working tool representative on the AD-245 will be accepted as evidence of the need for the material for official work of the Bureau.



*Ralph R. Shaw*  
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The Librarian

